



Human Resources Department Policies and Procedures

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

SAFETY POLICY STATEMENT

At the City of Chula Vista, we are committed to a successful accident prevention program that includes the identification and correction of hazards and training of employees in safe work practices. We strive to comply with all safety and health standards and we expect the full cooperation of our employees so that we can be proud of our safety record.

The City of Chula Vista has developed a comprehensive Injury and Illness Prevention Program. The goal of this program is to minimize the frequency and severity of employee accidents and to comply with the laws and regulations that pertain to our operations. This program has been designed to eliminate physical hazards from the work environment and to train employees in safe work practices.

Accident prevention is an integral part of any successful organization. We recognize that accidents not only cause physical and mental pain to employees, but are also costly in terms of dollars and lost production. Efficient accident prevention can be directly related to better application of taxpayer's money.

Although the ultimate responsibility for the safety program lies with the City's managers and supervisors, the program cannot succeed without the cooperation of all our employees. Everyone must be one hundred percent safety conscious in everything he or she does while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

SCOPE

This program covers the eight elements required by Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203): Responsibility, Compliance, Communication, Hazard Assessment, Accident/Exposure Investigation, Hazard Correction, Training and Record keeping.

RESPONSIBILITIES

Designation of Responsibility

The Risk Manager, Teri Enos, ARM has been assigned the responsibility and authority to manage the Injury and Illness Prevention Program (IIPP) for the City of Chula Vista. We realize that the ultimate responsibility for safety and health in the workplace still rests with:

ALL EMPLOYEES...are responsible for the timely reporting of safety hazards in the workplace. Employees are also responsible for following general safe work practices, as well as the safe work practices specific to their jobs.

LINE SUPERVISORS...are responsible for implementing and maintaining the IIPP in their work areas and for answering employee's questions about the Program.

DEPARTMENT HEADS...have the ongoing responsibility to ensure departmental implementation of the IIPP and to insure the health and safety of our workers. This is accomplished by communicating the City's emphasis on health and safety, analyzing work procedures for high hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

SAFETY COMMITTEE...will track timely correction of workplace hazards and receive and review reports of unsafe conditions, workplace inspection reports, accident and injury illness reports. Specifically, THE SAFETY COMMITTEE will:

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and corrected.
- Where appropriate, submit suggestions to department management for the prevention of future incidents.
- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- When determined to be necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions.
- Submit recommendations to assist department management in the evaluation of employee safety suggestions.

The City's Safety Committee has the ongoing responsibility to maintain and update this IIPP, to assess departmental compliance with applicable regulations and City policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. This Committee may use sub-committees to assist in these responsibilities. An example of this would be the Public Works Operations Safety Committee.

Membership

To carry out the safety program, a Safety Committee composed of the following membership is established. It shall be made up of middle management employees from the following departments:

- A Safety Committee Chairperson who is a Senior Risk Management Specialist - Safety. This member will represent Human Resources, Management & Information Services, Community Development, the Nature Center and any other unspecified division or department.
- One employee from City Hall.
- The Battalion Chief in charge of Training for the Fire Department.
- One employee from Police Department Administrative Services representing all divisions of the Police Department.
- One employee from the Library representing all divisions of the Library.
- One employee of the Public Works Operations Department representing the Garage and all sections of Public Works Operations (except Park Maintenance).
- One employee of the Parks Maintenance Division of Public Works Operations.
- One employee of the Recreation Department.
- One employee of the General Services Department.
- One employee from the Public Services Building representing the departments in that building.

Appointments

Each director of represented departments shall appoint to the Safety Committee the employee(s) who will serve as members.

Appointments of Safety Committee members shall normally be for a period of two (2) years except for those members appointed by classification (e.g. the Battalion Chief in Fire). Fifty percent of the committee will be replaced each year to retain knowledge and continuity on the committee.

ENSURING COMPLIANCE

Item number (2) in Section 3202 of California Code of Regulations, Title 8, Cal/OSHA Standards states: "...compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices."

To this end the City will ensure compliance with this program by developing effective training programs, using policies on discipline as outlined in the City's Civil Service Rules and through recognizing employees who follow safe work practices.

The City will provide employees with a safe and healthful place to work and employees are expected to comply with and follow "City" rules and regulations.

Any employee who is discovered to be in possession of or under the influence of alcohol or controlled substances will be subject to the City's Substance Abuse Policy.

COMMUNICATING WITH EMPLOYEES

Supervisors are responsible for communicating with all employees about safety and health issues in a form readily understandable by all employees. All employees are to be encouraged to communicate safety concerns to their supervisor without fear of reprisal.

The Safety Committee is another resource for communication regarding health and safety issues for employees. Each employee has a representative on the committee that will inform him or her of hazard corrections and committee activities. Additionally, Safety Committee minutes and other safety-related items may be posted on facility bulletin boards. Employees will also be informed about safety matters by e-mail, voice mail, or by distribution of written memoranda. Occasionally, the Safety Committee will also sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to, Risk Management, work area postings, equipment operating manuals (see below), container labels and Material Safety Data Sheets (MSDS – see below).

Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals will be kept with each piece of equipment in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the

equipment. Training should also be sought from an experienced operator or supervisor and documented using "Safety Training Record" (IIPP FORM 7) or the equivalent.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) provide information on the potential hazards of products or chemicals. The City uses 3E Online™ to access MSDS and chemical inventories via the Internet at www.getmsds.com with logon user name **sandpipa** and password sandpipa99.

Employees can also obtain MSDS via fax by calling MSDS on Demand® Hotline at **(800) 451-8346**. Contact Risk Management - Safety for further instruction on how to use this program.

Training on how to read and understand the information presented on an MSDS is covered in Hazard Communication Training.

IDENTIFYING UNSAFE CONDITIONS

System for Identifying Unsafe Conditions and Practices

The methods used to identify unsafe conditions and practices include several different techniques, including a review of pertinent safety orders, job safety analysis, self-inspection checklist, reviews of accident statistics and information developed by qualified outside consultant(s). Written documentation from these sources will be used to document compliance with Title 8 CCR 3203 requirements.

Two formal methods of hazard identification are included here:

- **JOB SAFETY ANALYSIS (JSA).** Supervisors may complete the analysis, using "Job Safety Analysis (JSA) Form," (IIPP FORM 10) and the finished product can be used as a training tool. Instructions for conducting a JSA have also been provided to assist in using IIPP FORM 10.
- **PERIODIC SAFETY INSPECTIONS.** Inspection frequency will depend on the type of inspection to be completed. Daily, weekly, monthly, and annual intervals.

Daily Inspections: High hazard or frequently changing operations or equipment (e.g. forklifts, confined space equipment, trenching equipment) will be inspected daily and paperwork will be kept on the equipment or at the job site for review.

Weekly Inspections: High hazard areas (e.g. flammable storage areas and construction sites) will be inspected weekly and paperwork will be kept on site for review.

Monthly Inspections: Work areas (e.g. workshops, maintenance buildings, fleet services, grounds, parking lots) will be inspected monthly using the "Safety Inspection Checklist," (IIPP FORM 9). All completed checklists will be forwarded to Risk Management for review.

Annual Inspections: The Citywide Inspection Team will conduct comprehensive, inclusive inspections on an annual basis of all City owned and/or operated facilities. The Citywide Inspection Team will be made up of employees from Risk Management, Building Services and Fire Prevention.

CORRECTING HAZARDS

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include but are not limited to the following:

- Tagging unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining and documentation on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor.

Supervisors should use the “Hazard Correction Report,” (IIPP FORM 6B) to document corrective actions, including projected and actual completion dates. If necessary, supervisors and employees can seek assistance in developing appropriate corrective actions by submitting a “Report of Unsafe Condition,” (IIPP FORM 6A) to the Safety Committee. If the Safety Committee requires assistance from other resources, the resources should be contacted immediately.

Imminent Hazards

If the problem that poses an immediate danger of serious harm or bodily injury cannot be corrected immediately, the operation shall be stopped until the necessary changes or repairs can be made. Equipment may be physically locked or tagged out in an obvious way and employees, supervisors and managers should be notified of the situation.

If an imminent hazard exists, work in the area should cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

INVESTIGATING INJURIES & ILLNESSES

Injury Reporting

Employees who are injured at work must report the injury immediately and no later than the end of their shift to their supervisor. If immediate medical treatment beyond first aid (e.g., loss of consciousness, serious bleeding, broken bones or suspected spinal injuries) is needed, call 911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, call Sharp Rees-Stealy Occupational Medicine at 585-4050 or take the employee directly to 525 Third Avenue.

The supervisor of the injured employee must work with their departmental payroll clerk and Risk Management to ensure that the “Employer’s Report of Occupational Injury or Illness” (IIPP FORM 1), the “Workers’ Compensation Claim Form” (IIPP FORM 2A) and the “Employee’s

Report of Injury/Illness" (IIPP FORM 2B) are completed properly and submitted to the Risk Management office.

If the injured employee sees a physician, the supervisor shall obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Injury Investigation

The employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. This form should be completed within 24 hours of the occurrence. Specific procedures to be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel
- Interview all witnesses using "Witness Report of Injury/Illness" (IIPP FORM 4)
- Examining the injured employee's workstation for causative factors
- Reviewing established procedures to ensure they are adequate and were followed
- Reviewing training records of affected employee(s)
- Determining all contributing causes to the accident [equipment, material, people]
- Taking corrective actions to prevent the accident/exposure from reoccurring
- Recording all findings and actions taken

The supervisor's findings and corrective actions should be documented and presented to the Safety Committee using the "Supervisor's Investigation Report" (IIPP FORM 3). If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include the Safety Committee and Risk Management.

The Safety Committee will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the Committee. Corrective actions that are not implemented in a reasonable period of time will be brought to the attention of the Risk Manager by the Safety Committee. The Risk Manager may deem it appropriate to elevate the issue to the City Manager.

EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training essential to an employee's job is provided at no cost to the employee and is conducted during the employee's normal working hours on City time. Safety training will be presented by a knowledgeable supervisor, qualified outside consultant, other department personnel, or by representatives from other relevant City departments. Regardless of the instructor, all safety training will be documented using the "Safety Training Record" (IIPP FORM 7) or an equivalent record that includes all the information required on IIPP FORM 7. Risk Management will maintain this document for a period of at least three (3) years.

Initial IIPP Training

When the IIPP is first implemented, all department personnel will be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the staff of Risk Management's Safety Program or appropriate supervisor. These individual-training sessions will be documented using "Employee Safety Orientation" (IIPP FORM 5), or the equivalent. This document must also be forwarded to Human Resources for the employee's personnel file and kept by the employee's department for at least one (1) year.

Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard. This training can be documented, and facilitated using [IIPP FORM 5A], "Job Safe Practice Orientation". Specific topics that may be appropriate to department personnel include but are not limited to the following:

- Back care, body mechanics, and proper lifting techniques
- Bloodborne Pathogens
- Chemical spill reporting procedures
- Confined Space
- Defensive Driving
- Disaster preparedness and response, including building evacuation procedures
- Fire prevention plan
- Fire extinguisher use
- Hazard communication, including training on MSDS, chemical hazards and container labeling
- Health and safety for computer users
- Hearing Conservation
- Obtaining emergency medical assistance and first aid
- Personal Protective Equipment
- Proper housekeeping
- Respiratory Protection
- Traffic Control and Flagger Safety
- Trenching and Shoring

Safety Videos

Videos are available through Risk Management on a wide range of topics, including hazard communication, chemical safety, and various physical hazards. Videos may be used to supplement, not replace, face-to-face safety instruction, so that trainees have an opportunity to ask questions of a knowledgeable instructor.

RECORD KEEPING

Documents related to the IIPP are maintained in Risk Management Division of Human Resources. Documents that must be kept for at least one (1) year include:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions (IIPP FORMS 6A, 6B, 9).
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (IIPP FORMS 7, 8).

Other documents related to the IIPP that will be kept on file include:

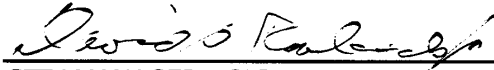
- Reports of Unsafe Conditions or Hazards (IIPP FORM 6A).
- Safety Meeting Documentation (IIPP FORMS 7, 8).
- Hazard Correction Reports (IIPP FORM 6B).
- Accident, Injury or Illness Investigation Reports (IIPP FORMS 2B, 3, 4).

MISCELLANEOUS

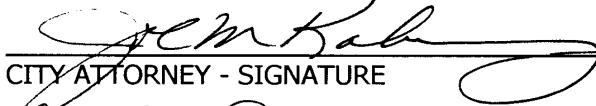
The following specific programs are part of the overall Injury and Illness Prevention Program and each has its own written policy and/or training program:

- Bloodborne Pathogen and Exposure Control Plan
- Confined Space Entry and Confined Space Rescue
- Contractor Safety
- Controlled Substance and Alcohol Misuse for Class A/B Drivers
- Crane Safety
- Defensive Driving
- Emergency Action Plans
- Employer Pull Notice Program
- Ergonomic Evaluation Program
- Fall Protection
- First Aid and CPR
- Forklift Operations
- Hazard Communication
- Hazardous Materials Business Plans
- Hearing Conservation
- Heat Stress Prevention
- Heavy Equipment Operation
- Indoor Air Quality
- Lockout/Tagout
- Public Access Defibrillation
- Respiratory Protection
- Traffic Control and Flagger Safety
- Trenching and Shoring
- Trench Rescue
- Welding, Cutting and Brazing
- Workplace Violence Prevention
- Work Zone Safety

THIS IIPP PROGRAM WAS APPROVED AND MADE EFFECTIVE ON THE FIRST DAY OF NOVEMBER, 2000 BY:




CITY MANAGER - SIGNATURE



CITY ATTORNEY - SIGNATURE



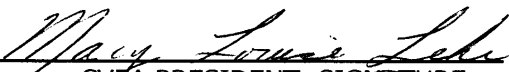
HUMAN RESOURCES DIRECTOR - SIGNATURE



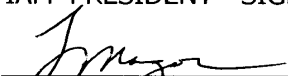
RISK MANAGER - SIGNATURE



IAFF PRESIDENT - SIGNATURE



CVEA PRESIDENT - SIGNATURE



POA PRESIDENT - SIGNATURE



WCE PRESIDENT - SIGNATURE

THIS PROGRAM WAS LAST REVISED ON APRIL 6, 2007.

REFERENCES

IIPP Forms 1 through 10

Codes of Safe Practice

Title 8 CCR, Section 3203 Injury and Illness